

Sept. 18th, 1924.
Circular Letter #37.

To Supervisors of Schools.

Ladies and Gentlemen:

DUTIES OF PRINCIPALS AND ACTING PRINCIPALS.

Reports received from the General Superintendents state that in most of the school districts the work of the principals and acting principals has been limited to matters of discipline, distribution of material, receiving visitors and doing office work for the supervisors. Although it may be necessary to devote some time to these activities, the attention of the aforementioned officials should be directed mainly to constructive work in the schoolrooms. The principals and acting principals should follow a plan prepared before hand by the supervisor, weekly or monthly, which should include assistance to inexperienced teachers, examination of registers, planbooks and statistical reports, care and use of materials, inspection of janitors' work, etc. Strict compliance with the courses of study should be exacted and the classes should be tested periodically in order to find out whether the teaching done has been efficient. The principals and acting principals should keep a record of their visits, with the suggestions given to the teachers and the results of the tests, and any deficiencies they find themselves unable to correct should be reported to the supervisor without delay.

The supervisor will hold frequent meetings with his principals and acting principals to hear their reports and opinions and to give them instructions in connection with their work.

The aim of this circular letter is to contribute to raise the standard of the schools and help the teaching force, and any tendency to destructive criticisms which degenerate into animosity and hostility should be avoided or stopped at once whenever started.

During the school hours the principals and acting principals should remain in the buildings to which they have been assigned.

Yours very truly,

(Sigend) JUAN B. HUYKE

Commissioner of Education

FV/rs